



## **Procedure for claiming Dividend and Shares from IEPF Authority**

Any person whose shares, unclaimed or unpaid amount has been transferred by the company to Investor Education and Protection Fund (IEPF) may claim his refund from the IEPF authority. For claiming such amount, the shareholder/claimant needs to file Web form IEPF-5 along with requisite documents as prescribed below:

1. Login to <http://www.iepf.gov.in/IEPF/corporates.html> and fill Web Form IEPF 5. Read the instructions kit provided on web form IEPF 5 on <http://www.iepf.gov.in/IEPF/corporates.html> before filling the form
2. Upload the duly filled Web form IEPF 5. On successful uploading, an acknowledgement/challan will be generated indicating the Service Request Number (SRN)/Challan No. Please note the SRN for future tracking of the form.

### **3. Steps to be followed after uploading of Form IEPF-5**

The claimant has to take a printout of the duly filled Web Form IEPF-5 and the acknowledgment /challan generated after uploading the form. He then needs to send the attachments, as prescribed below, along with a self-attested copy of IEPF-5 and challan to the Nodal Officer (IEPF) of the company at its corporate office in an envelope marked "**Claim for refund from IEPF Authority**" for initiating the verification of claim:

1. Print out of duly filled claim form with claimant signature and if joint holders are involved then the Form IEPF-5 should be signed by all the joint holders along with annexures submitted with form;
2. Copy of acknowledgement generated after uploading the claim Form IEPF 5;
3. Copy of Indemnity Bond (original) auto generated after uploading the claim Form IEPF 5 with claimant signature and proof of payment of applicable stamp duty (Refer Help Kit of Form IEPF 5 for Stamp Duty Details);
4. In case of refund of matured deposit or debenture or bond or where shares (in physical form) are claimed, copy of original certificate/shares thereof;
5. Original Cancelled Cheque leaf;
6. In case any Joint holder is deceased, copy of Death certificate;
7. Aadhaar Card of the claimant and if joint holders are there, copy of Aadhaar card of all joint holders (For Indian Nationals);
8. PAN Card of the claimant and if joint holders are there, copy of PAN card of all joint holders (For Indian Nationals);
9. Passport, OCI and PIO card in case of foreigners and NRI;
10. Client Master List of Demat account of the claimant;
11. Proof of entitlement (Bonds/Debentures/Fixed Deposit receipts/Certificate of share/ Interest warrant/Dividend warrant, Application No./Statement of transaction etc.);

12. Optional Attachment.

In case of transmission of shares/transfer of share to the legal heir of deceased shareholder, the following additional documents are mandatory to attach:

13. Notarised copy of death certificate;
14. Notarised succession certificate/Probate/Will;
15. No Objection Certificate from other holders;
16. Indemnity Bond for Transmission, duly notarized;
17. Affidavit in form of surety.

**Address of Nodal Officer of Shree Renuka Sugars Limited**

**Mr. Deepak Manerikar**

Company Secretary & Compliance Officer  
7<sup>th</sup> Floor, Devchand House, Shiv Sagar Estate,  
Dr. Annie Besant Road, Worli, Mumbai-400 018.  
Tel: 91-22-2497 7744 / 4001 1400

4. In case the claimant is a legal heir or successor or administrator or nominee of the registered security holder, he has to ensure that the transmission process is completed by the company before filing any claim with the Authority. The company will thereafter verify all requisite documents required for registering transfer or transmission and will issue a letter to the claimant indicating his entitlement to the said security.
5. Claim forms completed in all aspects will be verified by the company and based on the company's verification report, the refund will be released by the IEPF Authority.
6. Please note that in case of non-receipt of documents by the Authority after the expiry of ninety days from the date of filing of Web Form IEPF-5, the Authority may reject Web Form IEPF-5 after giving an opportunity to the claimant to furnish response within a period of thirty days. The claimant shall file only one consolidated claim in respect of a company in a financial year.

**Annexure I**  
**Indemnity bond**

To,  
The Investor Education and Protection Fund Authority  
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In consideration of the payment of Rs. .... being the amount due to me as .....  
(~~Dividend on Equity / Preference shares / matured deposits / matured debentures /~~  
~~application money due for refund / interest accrued on.....~~/Dividend credited to  
IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General  
Revenue Account under Companies Act, 1956 / others, specify.....) for the Financial  
Year..... from ..... out of the Investor Education and Protection Fund by the  
Authority, I .....son /daughter /wife of ..... do hereby agree and  
undertake to indemnify the Investor Education and Protection Fund Authority to the extent  
of any claim not exceeding the amount hereinbefore mentioned which may be preferred  
against the Investor Education and Protection Fund Authority, and which it has to lawfully  
discharge.

**Signature**

**Date:**  
**Place:**

**Witnesses:**

**1. Signature with date**

**Name**  
**Address**

**2. Signature with date**

**Name**  
**Address**